Goddard Space Flight Center Organization File Plan



Organization Code:	Organization Name:	
Date Submitted:	Prepared By:	
	Approved By:	

Approved By Signature & Date:

7.pproved by digitative & bate.							
AFS	RECORD TITLE	RECORD CUSTODIAN	CS or CNT	FILE LOCATION	RETENTION PERIOD		
			1				
			<u> </u>				
			 				

Organization File Plan Instructions

Organization Code: Self-explanatory.

Organization Name: Self-explanatory.

Prepared by: Individual who prepares the GSFC form 22-66, File Plan.

Approved by: Branch Head or higher; to validate appropriate identification of records maintained within the area of responsibility.

Signature (of approver): If using more than one page, a signature is only required on the first page.

Date Approved: Enter the date the approver signs the file plan

AFS Code: (Agency Filing Scheme) See NPR 1441.1D http://nodis3.gsfc.nasa.gov/ Appendix D Part I.

Record Title: Fill in the name of the Official Record Series identified in the AFS or the name of the record series that is most regularly used, whichever is more recognizable to the personnel maintaining/using the records. The record title should be a series or category (logical grouping) of records; not an individual record. For example, Action Item Log, Personnel Folder, Project Test Records, etc.

Record Custodian: Fill in the name of the person responsible for controlling and maintaining the record.

CS or CNT: Indicate the status of the records custodian; enter CS for Civil Service or CNT for Contractor.

File location: Enter location of records (e.g., room number, file cabinet, database location, URL).

Retention Period: Following the instructions in NPR 1441.1D, fill in the appropriate NASA Records Retention Schedule (NRRS) along with the period of time that the record must be retained (e.g. "NRRS 8/5-A1 *PERMANENT* Records may be retired to a FRC when 2 years old. Transfer to NARA 15 years after completion of the project or when 25 years old, whichever is sooner.")

Once approved forward one copy of completed GSFC 22-66, File Plan, to your Directorate Records Liaison Officer (list of RLOs can be found at http://lmd.gsfc.nasa.gov/records.html). Maintain original File Plan for a minimum of one year or until superseded in accordance with NASA Records Retention Schedule NRRS 1/75E.